

## CHAPTER 5

### SUBMARINE DUTY

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## SUBMARINE DUTY

### 5.0 GENERAL INFORMATION.

This chapter establishes procedures for various aspects of submarine duty. Selection criteria for submarine volunteers, procedures for submission of requests for submarine duty, initial submarine assignment/reassignment and Chief of the Boat (COB) assignments are covered in detail. It also contains a section of special procedures for assignment of submarine personnel. These special procedures cover topics such as SSBN/SSN tour adjustments, personnel with insufficient obligated service to complete SSBN patrols, SSBN Patrol Planning Letters and SSBN Ship System Maintenance Support (SMMS) Detachment, and SSBN/SSN overhauls/DMP and new construction. For information concerning instructor duty, overseas area assignments, etc, for submarine qualified personnel refer to the applicable chapter for general procedures.

#### 5.01 INITIAL SUBMARINE TRAINING.

Initial submarine training is a six week basic course of instruction conducted at Naval Submarine School, Groton, Connecticut. The purpose of the school is to provide basic training to assist personnel of all ratings to successfully complete the transition to submarine duty. Enlisted personnel who volunteer for submarine duty are normally assigned to this school prior to reporting to their first submarine. Waivers of attendance at Submarine School may only be granted by COMNAVPERSCOM (PERS-403) with the approval of COMSUBLANT or COMSUBPAC, as applicable. Graduates of Submarine School are assigned to duty aboard a submarine in commission or under construction. Nuclear trained personnel will not normally attend Submarine School.

#### 5.02 QUALIFICATIONS REQUIRED FOR ASSIGNMENT TO SUBMARINE DUTY.

Candidates must exhibit the highest standards of personal conduct and reliability involving the operation and maintenance of submarines. Therefore, with the exception of nuclear trained personnel who are otherwise screened, all personnel being initially screened for submarine duty should be evaluated, using the standards of eligibility for the Personnel Reliability Program (PRP) (SECNAVINST 5510.35). All volunteers for duty in submarines are required to complete not less than a 36 month initial sea tour prior to being eligible for shore duty regardless of prior sea time. This commitment will ensure that all new submariners are given adequate experience in submarines. All candidates must execute the below service record page 13 entry prior to transfer to submarine training:

DATE: "I hereby volunteer for duty in any type of submarine in the Atlantic or Pacific Fleet. I understand that my minimum initial sea tour will be 36 months regardless of prior sea duty. I also agree to extend my enlistment or to reenlist, if necessary, to meet obligated service requirements in accordance with the ENLTRANSMAN 7.03."

Member's Signature

Witnessed: J. DOE

LCDR, USN, Personnel Officer

If member refuses to sign this entry or is not a volunteer, hold orders in abeyance and notify COMNAVPERSCOM (PERS-403).

The following criteria is required for initial training or initial assignment to submarine duty:

- Be in Paygrade E-1 through E-6. Personnel in paygrade E-7 will be considered on a case basis by COMNAVPERSCOM (PERS-403).
- Source ratings. HM, MM, MS, QM, TM, SK, YN, ET, MT, IT, FT, STS, and non-rated personnel.
- Nuclear trained personnel (ET, EM, MM)

Volunteers into the AEF ratings must incur the obligated service for entry into these ratings as necessary. Personnel in ratings compatible with submarine ratings may request submarine training. Included in the request must be a rating conversion request such as AK to SK, STG to STS or PN to YN. Personnel in the HM rating must have completed 6 years total active service with a minimum of 2 years in paygrade E-5.

- Candidate must meet the ASVAB criteria for the following ratings:

-- ET, MT	ASVAB 11, 12, 13, 14
IT, FT	MK + EI + GS = 156
	+ AR, total = 218
	<u>VE</u> + AR + MC = 147
	Minimum <u>VE</u> = 42

-- All others: VE + AR + MC = 147  
Minimum VE = 42

- Candidates shall be physically qualified for submarine duty in accordance with MANMED Article 15-69, except as set forth herein.

NOTE: A physical for submarine duty must specifically state qualified for submarine duty in block 77 on Standard Form 88. Additionally, physicals greater than 1 year old will not be accepted. Individual commands are authorized to grant a conditional waiver for normal color perception for personnel in the YN, SK and MS ratings. This conditional waiver carries with it the authority to consider the member physically qualified for submarine duty prior to final review of the records at Bureau of Naval Personnel. When granted, the member shall be so advised and the conditional waiver shall be reported on the reverse side of Standard Form 88. The reporting procedure is identical to that applicable to a recommendation for a waiver.

- Recommendations for waiver of visual defects, in excess of the standards prescribed in MANMED Article 15, must be forwarded to COMNAVPERSCOM (PERS-403) via BUMED Code 21 for determination. This is applicable also for all borderline or questionable cases.

NOTE: As a matter of information, it should be noted that the visual acuity standards for submarine duty have been greatly relaxed. Applicants concerned as to their physical eligibility for submarine duty in this regard should consult MANMED Article 15. Questions should be referred to COMNAVPERSCOM (PERS-403) via BUMED Code 21.

NOTE: It is realized that some activities will not have all the facilities necessary to conduct the entire submarine physical as required by MANMED Article 15. To prevent undue delay in preparing a request for

submarine training, those portions of the submarine physical which cannot be performed due to lack of facilities may be noted on the Standard Forms 88 and 93 and forwarded with the Enlisted Personnel Action Request. These portions of the physical will be performed upon arrival at Submarine School. Although not required, strongly recommend a Submarine Medical Officer review the physical.

- Personnel commencing submarine training may not be more than 30 years of age. Age waivers will be considered on a case basis by COMNAVPERSCOM (PERS-403).
- Candidates must have a clear record which does not contain official entries indicating a conviction by court-martial or non-judicial punishment awarded during the past 24 months. Requests for clear record waivers must be forwarded to COMNAVPERSCOM (PERS-403) and will be considered on past performance and Commanding Officer's recommendation. A single case of NJP may be waived without reference to COMNAVPERSCOM when, in the opinion of the applicant's Commanding Officer, the offense was minor and not typical of the individual's projected performance profile.
- The course of instruction taught at Submarine School requires a Confidential security clearance and duty in nuclear powered submarines requires a Secret clearance. For well-motivated candidates who unquestionably meet all other eligibility requirements for submarine duty, a National Agency Check (NAC) request should be initiated simultaneously with submission of an Enlisted Personnel Action Request (NAVPERS 1306/7) providing an Entrance National Agency Check (ENTNAC) has not previously been completed. If it is apparent that this National Agency Check (NAC) cannot be completed prior to transfer, a request for an ONI-COMNAVPERSCOM Record Check, to be used as a basis for interim clearance, must accompany the request forms. All requests for investigation shall be submitted in accordance with the Navy Supplement to the Department of the Navy Information and Personnel Security Program Regulations (OPNAVINST 5510.1) (series). See also MILPERSMAN 5510-010. Strict compliance with the security requirements of this Article is mandatory.
  - Personnel in the following ratings or programs: QM,YN,RM, ET (ESM Technicians), must have had a Background Investigation completed in the past 5 years or have initiated a request for same.
- Candidates must have a consistent record of above average performance or a demonstrated trend towards improved performance. No mark below 3.6 on E-5/6 evaluations and no mark below 3.4 for evaluations of E-4 and below is allowed. This requirement is applicable to the last two regular enlisted evaluations only. Special evaluations on poor performers, submitted only for the purpose of increasing performance marks in order to qualify for submarine duty, will not be accepted. In special cases, waivers to this paragraph may be granted by COMNAVPERSCOM (PERS-403).
- Personnel with a history of in-service drug abuse will not be accepted for submarine duty.
- Personnel with a history of pre-service experimental use of marijuana may be waived for submarine duty in the following situations:
  - Disclosure is made and has been waived by Commanding Officer Naval

Recruiting District in accordance with Navy Recruiting Manual instructions.

-- Any disclosure of experimental pre-service use of marijuana after enlistment can be waived only by COMNAVPERSCOM (PERS-403).

-- Personnel with a history of pre-service drug abuse other than marijuana will not be accepted for submarine duty.

- Only U. S. citizens are eligible for duty in the submarine force.

#### 5.03 SUBMISSION OF REQUESTS FOR SUBMARINE TRAINING.

Enlisted personnel who meet the requirements of Article 5.02 may submit their requests utilizing the Enlisted Personnel Action Request (NAVPERS 1306/7), with current Standard Forms 88 and 93 attached, via their Commanding Officer to COMNAVPERSCOM (PERS-403). In the "REQUEST ACTION" section of the NAVPERS 1306/7, insert "INITIAL SUBMARINE TRAINING". Commanding Officers shall include specific comments on factors listed in Article 5.02. All applicable blocks must be completed. The physical examination cannot be older than one year and must state "qualified for submarine duty". Copies of the last two enlisted performance evaluations should be included.

5.031 ON BOARD FOR DUTY. All personnel who are on board for duty at an activity and are not in receipt of orders may apply for Enlisted Basic Submarine School. With the exception of submarine candidates ordered direct from Class "A" schools and recruit training, personnel must serve at least one year onboard their current activity before they can be ordered to Submarine School. This is not to say that an individual may not apply prior to completion of one year. On the contrary, it is desirable that applications be submitted approximately nine months early to permit ordering relief.

5.032 TRANSIENT STATUS. Personnel in a transient status, other than those available to COMNAVPERSCOM for assignment, are ineligible to apply for initial submarine training/duty until after reporting to their ultimate duty station. Personnel awaiting assignment by COMNAVPERSCOM or EPMAC may, if qualified in accordance with Article 5.02, indicate their desire for submarine training in availability reports.

5.033 ATTENDING NAVAL SCHOOLS. Personnel attending naval schools in a non-returnable status, who desire to volunteer for initial submarine training, may volunteer for initial submarine training in accordance with Article 5.02.

#### 5.04 ASSIGNMENT TO SUBMARINE DUTY.

5.041 ORDERS. Personnel selected for submarine training will be ordered to the Naval Submarine School, Groton, CT, for the six week basic course of instruction. Orders to the school will read "For temporary duty under instruction and for further assignment by COMNAVPERSCOM to duty in submarines in the Atlantic or Pacific Fleet", or will be issued for ultimate assignment to a submarine via six weeks of Basic Submarine School.

5.042 INABILITY TO COMPLY WITH ORDERS. Non-compliance with orders to submarine training for any of the following reasons shall be reported as indicated:

- Insufficient obligated service and individual refuses to extend or reenlist as necessary. Submit message request to COMNAVPERSCOM

(PERS-403) for cancellation of orders with an information copy to all concerned. Include an explanation of relevant circumstances.

- Operational commitments or other factors preclude reporting by date specified. Hold orders in abeyance, by message request modification of the reporting date from COMNAVPERSCOM (PERS-403), explaining the circumstances.
- Member no longer eligible for training because of physical or other reason. By message, request cancellation of orders from COMNAVPERSCOM (PERS-403) with an information copy to all concerned. Include a brief explanation of relevant circumstances.

5.043 ASSIGNMENT UPON GRADUATION. During the fifth week of submarine training, students will receive their ultimate duty station orders. Graduates will be assigned to duty aboard a submarine in commission or to a submarine under construction for a period of not less than a 36 month tour, regardless of present sea duty commencement date. This does not preclude assignment of submarine school graduates to a service school prior to initial assignment to a submarine.

5.044 SUBMARINE QUALIFICATION PROGRAM. The submarine qualification program leading to the designation "Qualified in Submarines" is addressed in MILPERSMAN 1220-040.

5.045 REENLISTMENT OF SUBMARINE QUALIFIED NAVETS. Both COMNAVPERSCOM and PERS-403 (Submarine Assignment Branch) approval is required for an (SS) qualified NAVET to reenlist. These personnel are screened to determine if they will be assigned within the submarine community. Personnel not screened or disapproved for submarine duty prior to reenlistment are assigned by the surface detailer and are not eligible for CONSUBPAY. If a member was reenlisted without PERS-403 screening and approval, he must submit a reinstatement request in accordance with paragraph 5.107. Assignment detailers are not authorized to discuss possible assignment with NAVETS until they have been screened and approved by PERS-403 and have returned to active duty. Personnel not approved for return to submarine duty are entitled to wear the Enlisted Submarine Warfare Breast Device.

#### 5.05 REASSIGNMENT OF QUALIFIED SUBMARINERS TO SUBMARINE DUTY.

5.051 RETURN TO SUBMARINE DUTY. The Bureau of Naval Personnel desires that submarine qualified personnel be assigned duty within the submarine force if valid manning requirements exist within the force. Enlisted personnel serving on duty outside the submarine force will be ordered to duty within the force at their projected rotation date provided such manning requirements exist. The Enlisted Duty Preference (NAVPERS 1306/63) may be used to identify submarine duty preferences. Submarine qualified personnel who no longer hold an enlisted designator 1 (Divers, EOD, SEAL, Career Recruiter, etc.) must submit an Enlisted Personnel Action Request (NAVPERS 1306/7) requesting reinstatement of enlisted designator 1 and return to submarine duty. In addition, those personnel who converted to a non-submarine source rating (MA, NC, etc), must include a request for lateral conversion back to a submarine source rating, and if applicable, NAVPERS 1221/1 for assignment of submarine specific NEC(s). See Article 5.107 for amplifying instructions on how to apply for submarine reinstatement.

5.052 REASSIGNMENT TO SEA DUTY OF YN SUBMARINE PERSONNEL SERVING ON SHORE DUTY IN WASHINGTON, DC. See Article 9.17 of this manual for specific policy.



5.053 QUALIFICATION IN SUBMARINES BY PERSONNEL IN NON-SUBMARINE SOURCE RATINGS. MILPERSMAN Article 1220-040 specifies the criteria to be designated "Qualified in Submarines". Waivers may be granted by PERS-403 for personnel serving TAD on board a submarine who complete the on board requirements for qualification. A request for such a waiver must include an endorsement by the Submarine Commanding Officer and Submarine TYCOM. Personnel approved for such a waiver will be assigned submarine designator 7 (SG). Note: Personnel in this category are not entitled to CONSUBPAY.

5.054 RETURN TO SUBMARINE DUTY FOLLOWING LIMITED DUTY (ACC 105). Non-nuclear trained submarine designated personnel on limited duty found fit for full duty by a physical evaluation board require further medical screening in accordance with MANMED Article 18 to ensure the member is qualified for submarine duty. Prior to submitting a YJ avail (per Chapter 18 of the TRANSMAN) the member's medical record must be screened by a submarine medical officer to verify physical qualification per Chapter 24 of the TRANSMAN. The doctor's name and the statement "found physically qualified for submarine duty" must appear in the remarks section of the YJ avail. An avail submitted without this information will be canceled. If a submarine medical officer is not available, a complete submarine physical must be completed per MANMED Article 15. Nuclear trained and submarine personnel are addressed separately in TRANSMAN Article 24.06.

5.055 TRANSFER OUT OF THE SUBMARINE FORCE. Personnel approved for permanent transfer to a community outside of the submarine force and/or assigned a rating or NEC which is non-submarine specific (i.e. HM training, Career Recruiter Force, Second Class Diver training, etc.) will be assigned submarine Designator 7 (SG). This entitles the member to wear the submarine warfare breast insignia, but he is no longer eligible for CONSUBPAY. The assignment of Designator 7 (SG) is made effective the date of the rating change or NEC assignment. If a member request release from the non-submarine community and desires to return to submarine duty, he must include a request for reinstatement to the submarine force. Reinstatement to submarine duty for these personnel is not automatic and is approved only by PERS-403, or PERS-N132D and 403 for HM Submarine IDC's.

5.056 MAXIMUM TOUR LENGTH AWAY FROM SUBMARINE DUTY. SECNAVINST 7220.80 (series) allows submarine designated personnel to draw CONSUBPAY while not serving on board a submarine if the individuals maintain an obligated service of 14 months beyond the non-submarine duty PRD (if otherwise eligible), in order for that individual to rotate back to submarine duty. The intent of this requirement is that submarine qualified personnel return to submarine duty on a normal sea/shore rotation throughout their career. Personnel who remain away from submarine duty for more than five years maximum by virtue of an additional non-submarine tour of duty or PRD extension will be screened by PERS-403, and/or PERS-N132D for HM's. For HM's, submarine duty is defined as being in a billet requiring the HM submarine NEC and PCS rotating sea/shore within the HM submarines NEC. All HM Submarine IDC requests must be approved by PERS-N132D and PERS-403. This is considered to remove an individual from serving in submarines on a career basis. An individual who elects to remain on non-submarine duty will be assigned submarine Designator 5 (SQ). This entitles an individual to continue to wear the Enlisted Submarine Warfare Breast Insignia, but he is no longer entitled to CONSUBPAY and is not to be assigned to submarine duty without PERS-403 approval, and PERS-N132D for HM Submarine IDC's.

#### 5.06 PERFORMANCE MONITORING TEAM (PMT).

Performance Monitoring Teams (PMTs), formerly Ship System Maintenance Monitoring Support (SSMS) Detachments, were established in the early 1970's to assist in the development and operation of the SSBN Extended Operating Cycle and the accompanying Extended Refit Period. Because this concept proved so successful, additional detachments have been established to support SSN submarines. All detachments have been redesignated as Performance Monitoring Teams. PMTs are located at all submarine homeports.

5.061 BILLET AVAILABILITY. Figure 5A provides a matrix of PMT support billets.

5.062 TOUR LENGTH. Non-nuclear personnel: Due to technical expertise and close contact with civilian technical engineers, the PMT tours for non-nuclear personnel will be 36 months. For sea/shore duty determination, the tour will be the same as the corresponding submarine staff. Nuclear personnel: Nuclear trained personnel will be assigned to a 36 month PMT tour in CONUS to count as shore duty for rotation. Upon completion, they will be reassigned to an operational nuclear powered ship for the prescribed sea tour.

5.063 ELIGIBILITY REQUIREMENTS. Personnel requesting assignment to PMT Detachments must be eligible for the type duty of the location requested. Nuclear trained personnel must complete a minimum of 48 months at sea in an operational billet prior to assignment. Due to the nature of the evaluation and data collection procedures used in the PMT Detachments, personnel in pay grades below those of Article 5.061 will not normally be assigned to PMT Detachments.

All personnel requesting assignment to PMT Detachments should be of high professional quality and adept at communicating effectively with both civilian and military personnel. COMNAVPERSCOM (PERS-403) will screen each volunteer prior to assignment.

5.064 SUBMISSION OF REQUESTS. Requests should be submitted utilizing an Enlisted Personnel Action Request (NAVPERS 1306/7) approximately nine months prior to member's projected rotation date to the member's respective detailer. In conjunction with the 1306/7, the applicant should arrange an interview with an OIC of a PMT whenever possible.

#### 5.07 ASSIGNMENT AS CHIEF OF THE BOAT.

The COB is assigned by billet, identified by Navy Enlisted Classification Code (NEC) 9579 as described in the Manual of Navy Enlisted Manpower and Personnel Classification and Occupational Standards - Section II - Navy Enlisted Classifications, NAVPERS 18068. COB tour lengths are normally 36 months. Extensions of COB tours are normally not approved except for special cases such as overhaul/change of homeport stability.

5.071 ELIGIBILITY. The assets to fill the COB billet are those personnel who hold the secondary NEC 9579. To be eligible for this NEC, submarine personnel must be E-9, E-8 or an E-8 selectee. For nuclear trained personnel to actually be assigned to a COB billet the individual must be an E-9 or if an E-8, must be eligible for transfer to the Fleet Reserve. Those nuclear-trained personnel who are assigned as COB will not be assigned duties in connection with the supervision, operation, maintenance, or training in nuclear propulsion plants. They will concurrently be assigned a primary NEC of 3359.

In the case of Strategic Weapons System (SWS) personnel assigned as COB, they will concurrently be assigned the primary NEC 3349.

- **Commanders**/Commanding Officers are responsible for identifying outstanding individuals who have demonstrated excellence in leadership and managerial qualities for assignment of the COB NEC (9579). Upon initial selection of an eligible candidate, **Commanders**/Commanding Officer will submit a Navy Enlisted Classification Code Change Recommendation (NAVPERS 1221/1), via the parent Submarine Group/Squadron Commander, to COMNAVPERSCOM (PERS-403E), copy to COMSUBLANT (00A), COMSUBPAC (003) (as appropriate) and EPMAC (**Code 42**), recommending assignment of a secondary NEC of 9579. For shore based activities the NAVPERS 1221/1 should be submitted via the Submarine Group/Squadron Commander who is geographically located nearest the individual's current command.
- The justification required in Block 7 of the NAVPERS 1221/1 is the Commanding Officer's recommendation of suitability which verifies the member meets the **selection** requirements as outlined in Chapter 9, Section 9.34 and **section C** OPNAVINST 1306. for assignment as Command Master Chief. A statement must be made that a page 13 entry has been executed stating that the individual is a volunteer for assignment as COB in with the needs of the service.
- The Submarine Group/Squadron Commander will form an interview/screening board which should include the Command Master Chief and two currently serving COBs. This board will conduct the required interviews/screening and forward a recommendation for the Submarine Group/Squadron Commander's recommendation and comments. The Group/Squadron will subsequently forward the endorsed NAVPERS 1221/1 to COMNAVPERSCOM (PERS-403E).
- **COMNAVPERSCOM (PERS-403E) will formally screen each recommendation and NAVPERS 1221/1 by reviewing the individual's service record, the Enlisted Master File and Navy Central Registry to certify the individual meets all of the qualifications listed in Section C of OPNAVINST 1306.2A.**
- **Upon assignment as a COB, Sections E, F, G, and I of OPNAVINST 1306.2A apply.**
- Once assigned the NEC 9579 an individual is eligible for assignment to a COB billet according to the needs of the service. Assignment to a COB billet is not assured.

5.072 PROJECTED LOSS OF CHIEF OF THE BOAT. Since COB reliefs are programmed approximately six to nine months in advance, it is essential that COMNAVPERSCOM (Pers-403E) be advised of the command's intentions and those of the incumbent COB. The following procedures must be utilized to minimize the possibility of gapping this critical billet.

- If the incumbent COB desires to extend his PRD onboard, he must submit a NAVPERS 1306/7 with the command's endorsement, to COMNAVPERSCOM via the appropriate chain of command or;
- If an early relief from COMNAVPERSCOM assets is desired/required, a message or letter must be submitted in accordance with article 3.063 of this manual. Ensure desired reporting date is included.

Extensions of COB tours require Type Commander's approval.

Fleet-up to COB from onboard assets will not be approved. Should and the unplanned loss of the incumbent COB necessitate a temporary fleet-up of an onboard asset while a permanent replacement is being located, approval of the Type Commander is required.

Whichever procedure is elected, prompt correspondence with COMNAVPERSCOM (Pers-403E) is essential to facilitate an orderly and timely relief.

5.073 REMOVAL OF COB DESIGNATION NEC 9579. In the event it becomes necessary to disqualify an individual from further duty as a COB either for administrative or other reasons, the Commanding Officer shall submit a NAVPERS 1221/1, recommending removal of NEC 9579, to COMNAVPERSCOM (Pers-403E) via the parent Submarine Group/Squadron Commander and Type Commander together with justification to support the NEC removal. In the event the NEC removal is derogatory in nature, the individual will be afforded an opportunity to make a statement in his own behalf. This statement will be appended to the NAVPERS 1221/1. In lieu thereof, the individual may signify his acknowledgment in Block 7 of the NAVPERS 1221/1. Removal of a serving COB's NEC requires submission of a Detachment For Cause request in accordance with MILPERSMAN 1616-010.

5.08 GENERAL INFORMATION FOR SUBMARINES UNDERGOING NEW CONSTRUCTION, OVERHAUL/DEPOT MODERNIZATION PROGRAM/CONVERSION OR DEACTIVATION OR DECOMMISSIONING.

Commanding Officers and Executive Officers of new construction, overhaul/DMP/conversion or deactivation/decommissioning units should review this section for specific requirements and review the following references:

- Member's travel and/or Per Diem - JFTR, Volume 1, Chapters 4 & 5.
- Family member travel - JFTR, Volume 1, Chapter 5, Part C.
- Transportation of household goods - JFTR, Volume 1, Chapter 5, Part D.
- Dislocation allowance - JFTR, Volume 1, Chapter 5, Part G.
- Trailer allowance - JFTR, Volume 1, Chapter 5, Part F.
- Family Separation Allowance - DOD Pay Entitlement Manual, Part 3.
- Manning Requirements - COMSUBLANT/COMSUBPACINST 1306.1
- Homeport Change Requirements - OPNAVINST 3111.14

Personnel will be ordered to crews of nuclear powered submarines under construction and to SSBN's undergoing overhaul in two or more discrete increments. In addition, certain members of crews of submarines under construction or overhaul should be stabilized, so that the submarine commences the construction or overhaul with an adequate number of personnel who will remain on board throughout the shipyard period, and a reasonable period thereafter, to provide necessary continuity and a training base for members reporting later in the construction or overhaul period. Those members who are stabilized will commence rotation off the ship in accordance with the following schedule:

- SSN new construction; in the 12 months after commissioning.
- SSBN Trident new construction; in the 18 months after commissioning.
- SSN overhaul; in the 12 months after overhaul completion.
- SSBN (All) overhaul; in the 13 months after overhaul completion.

5.0801 PROCEDURES FOR NEW CONSTRUCTION SUBMARINES. COMNAVPERSCOM will exercise assignment control and manning control for all enlisted manning requirements, with the exception of non-designated SN/FN, until manning control is shifted to EPMAC at commissioning. Thereafter, manning requirements will be handled in the normal fashion by the designated Manning Control Authority (MCA). Enlisted manning requirements for new construction submarines will be filled by volunteers and other eligible personnel who become available for assignment from sea/shore activities in the appropriate time frame.

When these sources are exhausted, the gaining MCA will be required to nominate additional personnel from the MCA's assets to complete the manning. COMNAVPERSCOM (PERS-403) will issue a modified Personnel Deficiency Report to EPMAC, with a copy to the gaining MCA, TYCOM and present ISIC.

5.0802 PROCEDURES FOR MANNING NEW CONSTRUCTION SUBMARINES. All rated personnel and designated SN/FN volunteers or nominees for assignment to new construction submarines will be screened in accordance with Article 5.0899 and approved by COMNAVPERSCOM (PERS-403) prior to issuance of orders. EPMAC will ascertain eligibility and issue assignment directives for non-designated SN/FN. To provide for efficient utilization of critical, highly trained and skilled manpower, COMNAVPERSCOM will ensure that members do not arrive at the submarines significantly earlier than when they can be effectively utilized. The status of the submarines will be monitored by COMNAVPERSCOM, and manning directives will be modified as dictated by changes in the construction schedule. To provide timely manning for submarines, COMNAVPERSCOM (PERS-403) will issue manning directives to EPMAC in accordance with the schedule as follows:

- COMNAVPERSCOM will issue manning directives for new construction submarines to the MCA and EPMAC 12 months prior to first increment manning date.
- Nine months prior to reporting date for each increment, EPMAC will ensure manning requirements reflect in the personnel requisition.
- Six months prior to the reporting date for each increment, COMNAVPERSCOM (PERS-403) will identify all personnel who have been approved for assignment. Should COMNAVPERSCOM (PERS-403) exhaust all options to identify qualified personnel to meet requirements, EPMAC will be tasked to initiate action to obtain additional qualified personnel to fill remaining requirements.
- Four months prior to the reporting date for each increment, COMNAVPERSCOM will issue assignment directives for personnel who have been approved for assignment utilizing requisition numbers from the personnel requisition. Thereafter, assignment directives will be issued as additional personnel are identified. At such time as the manning of the Precommissioning Unit has been completed, and in conjunction with

the commissioning of the submarine, COMNAVPERSCOM will notify EPMAC, and the Manning Control Authority will be shifted to the respective fleet commander effective upon the date of commissioning.

5.0803 ENGINEERING DEPARTMENT. The first increment engineering department allowance of each new construction nuclear submarine will be filled with a majority of sea experienced nuclear propulsion plant operators. The reporting date for these personnel is keyed to propulsion plant construction events. The remaining nuclear propulsion plant operators will report at a later increment date.

5.0804 PERSONNEL APPROACHING FLEET RESERVE ELIGIBILITY. Personnel with over 17 years active service (as of their tentative reporting date to a new construction submarine) who are volunteers for this duty shall be required to execute the following NAVPERS 1070/613 entry and forward a copy with their request for this duty.

DATE: "If selected for new construction submarine duty in a ship with a reporting date of \_\_\_\_\_, I agree to remain on active duty until 12 (18 months for a Trident submarine) months subsequent to the commissioning date of the submarine to which I am assigned."

Member's Signature

Witnessed: J. DOE  
LCDR, USN, Personnel Officer

5.0805 ESTABLISHING OR ADJUSTING PRDs. While every command should establish a comprehensive PRD Management Plan, the following guidelines are provided:

- New Construction Submarines: Personnel will be ordered to crews of nuclear powered submarines under construction with the complete understanding that they will be required to remain aboard for the following:
  - SSN New Construction: 12 months after commissioning.
  - SSBN New Construction: 18 months after commissioning.
- Overhaul/Depot Modernization Program (DMP)/Conversion Submarines. Those men ordered to a submarine undergoing overhaul, DMP or conversion will normally be assigned for at least 24 months. Projected rotation dates should thereafter be adjusted to reflect at least 12 months on board after completion for an SSN and 13 months after completion for an SSBN. Since a submarine may be delayed in construction or completing a shipyard period, Commanding Officers should establish department/division rotational plans to ensure an equitable portion of the crew rotates at any one time during and after the shipyard period.

As discussed further in this article, the Commanding Officer will submit a letter to COMNAVPERSCOM (PERS-403) in which he will include as an enclosure a Personnel Manning Status which will recommend PRDs for all enlisted personnel attached to his unit. The forwarding cover letter should contain the "in service" date.

5.086 SUBMISSION OF REQUESTS BY NUCLEAR TRAINED MEMBERS FOR ASSIGNMENT TO NEW CONSTRUCTION SUBMARINES. Except for a small number of prototype graduates

ordered directly to new construction duty, nuclear trained personnel must complete at least 12 months in an operational nuclear billet prior to being ordered to new construction duty. Members who are sea experienced should have qualified for those watch stations which are commensurate with their rate and NEC. In addition to meeting the minimum requirements for new construction set forth in Article 5.0809, nominations will be reviewed in light of the billet for which recommended and the records of members already accepted for that billet. Normally, members awaiting STAR or other reenlistment benefits will not receive that benefit until at least 12 months after commissioning (18 months for SSBN's). OBLISERV requirements associated with a particular benefit must still be met when the individual ultimately resubmits a request for the benefit that was previously guaranteed as a reenlistment incentive. Commanding Officers are requested to furnish COMNAVPERSCOM the following information with respect to each nominee:

- Extent of watch qualifications attained.
- Certified copies of the last two Enlisted Performance Evaluation Reports (NAVPERS 1616/24).
- Whether STAR or other reenlistment benefit is pending and whether candidate is willing to defer it, if applicable.

5.087 SUBMISSION OF REQUESTS FROM NON-NUCLEAR TRAINED MEMBERS FOR ASSIGNMENT TO NEW CONSTRUCTION SUBMARINES. Petty Officers and designated strikers who meet the qualifications of Article 5.0809 may submit their requests (NAVPERS 1306/7) to COMNAVPERSCOM. Requests from non-designated (SN/FN) personnel shall be forwarded to EPMAC via the Commanding Officer. In the Requested Action section insert "NEW CONSTRUCTION SUBMARINES". A non-career applicant must indicate his willingness to extend his enlistment or reenlist, if necessary, to obtain the required OBLISERV of 24 months or meet OBLISERV required by Article 5.08 whichever is longer. When extensions are executed, insert the following in the reason block of the Agreement to Extend Enlistment (NAVPERS 1070/621): NEW CONSTRUCTION MANNING".

Previous Assignment Benefits. Members awaiting STAR and/or reenlistment assignment benefits must indicate in writing that they are willing to waive or delay such assignment benefits until they have been onboard 12 months after commissioning (or 18 months for Trident submarines). OBLISERV requirements associated with a particular benefit must be met when the individual ultimately resubmits a request for the benefits which were previously guaranteed as a STAR and/or other reenlistment incentive.

Commanding Officer's Endorsement. In the Commanding Officer's comments and recommendations section, (NAVPERS 1306/7), the Commanding Officer shall provide complete information on the items listed below plus any other relevant comments desired:

- Security clearance.
- Special training (service schools attended and completion dates of each).
- Extent of watch qualifications attained.

5.088 TRAINING ENROUTE TO NEW CONSTRUCTION CREWS. The enroute training requirements for personnel assigned to the precommissioning crew of a submarine completing construction are classified in the following distinct

categories:

- NEC Training: Courses of instruction that assign a specific NEC upon completion of training which is required to meet the skill requirements specified in the unit's Manpower Authorization (OPNAV Form 1000/2).
- Factory Training: Courses of instruction on the maintenance and operation of new systems and equipment which are taught only by contractor personnel and which may or may not yield an NEC upon completion. Personnel will only receive this training enroute if class convening dates are available prior to increment manning dates.
- Precommissioning Training: Non-NEC producing courses of instruction available at Fleet Training Centers (FTC) which are required to meet designated TYCOM requirements, such as fire fighting, damage control, refresher training, PQS and human resources management.
- Non-NEC Producing Maintenance, Operator, and Team Training: Courses of instruction on the maintenance and operation of systems and equipments which are taught in Navy FTCs and do not assign the member an NEC upon completion of training.

To insure effective management of PCS (MPN), TEMDUINS (training less than 20 weeks), and per diem funds (O&MN), the following pertains to the assignment of personnel to the enroute training pipeline.

- COMNAVPERSCOM assumes the responsibility for primary NEC training and factory training for equipment and systems to be installed on new construction submarines. With the exception of Nuclear Power trained individuals, some civilian factory training class convening dates are not available prior to established increment manning dates. Rather than gap those billets, PERS-403 will directly transfer the member to the new construction submarine, and the member will attend that training on a TAD basis. Precom units should closely monitor and liaison with their TYCOM and ISIC to ensure those members receive training as soon as practical.
- COMNAVPERSCOM will not normally include non-NEC producing maintenance, operator and team training TEMDUINS assignments in PCS orders. It is assumed that this training will be accomplished on a TAD basis (funded by appropriate TYCOM or Warfare Sponsor) after the individual's arrival at his/her permanent duty station. However, in the case of submarines completing construction, non-NEC producing operator and maintenance training may be provided for personnel assigned to precommissioning crews on an individual case basis. This will be done if it can be reasonably determined that the individual concerned has not previously had this training or received on the job instruction in these systems.

5.089 QUALIFICATIONS TO BE MET PRIOR TO TRANSFER TO NEW CONSTRUCTION. The transferring command will conduct a records review of enlisted members ordered to ships under construction to ensure no prior conviction by court-martial or NJP and no civil violation other than minor traffic offenses for the previous 12 months. In addition, the following minimum requirements must be met:

- No indebtedness problem of a serious or chronic nature (i.e. the receipt of more than one letter regarding a delinquent account).
- No history of instability or serious health problems of a probable



recurrent nature during the past 12 months.

- Members E-7 through E-9: For submarine and/or nuclear trained members, no evaluation mark below 3.8 on NAVPERS 1616/24 in any category for the past 12 months.
- Members E-5/E-6: No mark below 3.6 in any category on NAVPERS 1616/24 for the past 12 months.
- Members E-4: No marks below 3.4 on NAVPERS 1616/24 for the past 12 months.
- For non-rated members, no mark below 3.2 on NAVPERS 1616/24.

NOTE: For members who have received significant training enroute to a new construction unit, a minor deviation from the above standards while undergoing training will not normally result in cancellation of orders to the new construction ship.

Commanding Officers shall notify COMNAVPERSCOM (PERS 403), within 10 days of receipt of the assignment directive, if the member does not desire to acquire OBLISERV for such assignment. OBLISERV applies to all members and to those career personnel with over 17 years active service (Article 5.0804 refers to the latter).

If a member fails to meet any of the above minimum requirements, Commanding Officers shall notify the appropriate Assignment Control Authority (ACA) (COMNAVPERSCOM/EPMAC), within 10 days of receipt of the assignment directive, of the specific disqualifying factors and hold the assignment directive in abeyance pending direction from the ACA. A waiver of disqualifying criteria may be requested from the appropriate ACA if recommended by the Commanding Officer. In other cases where critical skill areas are involved, the ACA may waive disqualifying criteria.

5.0810 PROCEDURES FOR SPLITTING NEW CONSTRUCTION SSBN CREWS. The following procedures will be followed in determining the split of the new construction crew members for assignment of either BLUE or GOLD crews upon commissioning of the submarine. While each member assigned to a new construction SSBN is issued orders to a certain crew, there may develop situations that require moving a few members to the other crew.

Six months prior to scheduled commissioning of an SSBN, both Commanding Officers will ensure the following is received by COMNAVPERSCOM (PERS-403).

- Submit an SSBN manning letter in the format contained in Figure 5B for both BLUE and GOLD crews. This letter must be forwarded via the SUBGRU Commander and EPMAC, with a copy to the parent TYCOM. A PRD will be recommended for each member assigned. Equitable distribution of individuals between both crews by paygrades and experience shall be considered. Three principal assignment constraints should be observed in the recommendation of PRDs:
  - Personnel must have completed a minimum 24 month activity tour.
  - PRDs must conform to the patrol schedule (PRD month in which the 15th day subsequent to exchange of command date falls).
  - Recommended PRD may not exceed the maximum sea tour (5 years)

unless the affected member has signed a NAVPERS 1070/613 entry volunteering to extend his sea tour as required.

PCS orders will be issued by PERS-403 for every enlisted member assigned prior to commissioning of the SSBN. Trident submarines will not move service members and families from new construction location to established homeport on "Homeport Change Certificates".

5.0811 PROCEDURES FOR NEW CONSTRUCTION SSN CREWS. The following action will be completed by the Commanding Officers of new construction SSNs.

- Six months prior to the scheduled commissioning of an SSN, the Commanding Officer will ensure the SSN manning letter (in the format of Figure 5B) is forwarded to COMNAVPERSCOM (PERS-403) via the parent ISIC and EPMAC. The ISIC should ensure a copy is forwarded to the parent SUBGRU and TYCOM at that time. A PRD will be recommended for each member assigned utilizing the following three principal assignment constraints:

- Personnel must have completed a minimum of 24 months.

- PRDs should support the ship's schedule as known at that time.

- Recommended PRD may not exceed the maximum sea tour (5 years) unless the affected member has signed a NAVPERS 1070/613 entry volunteering to extend his sea tour as required.

- Two months prior to the scheduled commissioning of the SSN:

- COMNAVPERSCOM will reply to the SSN manning letter. Included in this reply will be PRD adjustments and deviations with an explanation should a requested PRD be disapproved.

- Crew members and their families will be authorized to move to the newly established homeport per OPNAVINST 3111.14.

5.0814 SPECIAL PROCEDURES FOR SSN OVERHAULS/DMP. To the maximum extent possible, personnel selected for assignment to an SSN OVHL/DMP should have sufficient OBLISERV to complete the shipyard period plus 12 months thereafter. The Commanding Officer of the OVHL/DMP period should plan to rotate some personnel during the shipyard period to avoid high personnel turnover at the completion of the OVHL/DMP. Personnel with pending STAR/SCORE benefits should not be assigned to OVHL/DMP if such assignment will cause undue delay in receiving their benefits and the individuals are unwilling to accept such a delay.

- Fifteen months prior to the DMP or thirteen months prior to the overhaul commencement date:

- TYCOM should request those additional augment billets be assigned to the unit by the MCA.

- EPMAC should ensure the necessary requisitions are in place to reflect the detailer's nine-month requisitions.

- Six months prior to the OVHL/DMP commencement date:

- SSN Commanding Officer must ensure a letter recommending OVHL/DMP

crew makeup is received at COMNAVPERSCOM (PERS-403) via parent SUBGRU Commander and EPMAC with a copy to the parent TYCOM. Use Figure 5B as an enclosure to this letter that will list every billet including the additional OVHL/DMP augment billets listed in COMSUBLANT/COMSUBPACINST 1306.1.

- When submitting this letter, nominate non-selectees for a pre-OVHL/DMP PRD which is consistent with the ship's present schedule and which will either coincide with their EAOS or permit completion of 24 months for those personnel upon their reassignment.
- COMNAVPERSCOM (PERS-403) (EPMAC for non-designated SN/FN) will reply to this letter indicating those personnel who will remain aboard for OVHL/DMP and will adjust recommended PRDs as appropriate.
- Augment personnel shall be ordered to report six months prior to commencement for SSN overhaul or four months prior to commencement of DMP. The overhaul/DMP Executive Officer should maintain liaison with COMNAVPERSCOM (PERS-403) Overhaul/DMP Coordinator, to ensure augment personnel are identified.

5.0815 PROCEDURES FOR SSBN DEACTIVATION/DECOMMISSIONING. The decommissioning (DECOM) crew of an SSBN is comprised of selected personnel from the pre-DECOM BLUE and GOLD crews. To the maximum extent possible, personnel selected for assignment to a DECOM should have sufficient OBLISERV to complete the period of the DECOM. The personnel with pending STAR/SCORE benefits should not be assigned to the DECOM period if such assignment will cause undue delay in receiving their benefits and the individuals are unwilling to accept such a delay.

- Twelve months prior to DECOM commencement date:
- Ten months prior to DECOM commencement date:
  - EPMAC should ensure the necessary requisitions are in place to reflect in the detailers nine month requisition.
- Six months prior to DECOM commencement date:
  - SSBN Commanding Officers must ensure a joint letter recommending DECOM crew makeup is received at COMNAVPERSCOM (PERS-403) via parent SUBGRU Command and EPMAC with a copy to parent TYCOM. Use Figure 5B as an enclosure to this letter to list every billet on the most recent BLUE crew EDVR whether or not personnel can be identified from either crew.
  - When submitting this crew makeup letter, nominate non-selectees for a pre-DECOM PRD which is consistent with the patrol schedule and which will either coincide with their EAOS or permit completion of a minimum activity tour (24 months) for those personnel upon their reassignment.
  - COMNAVPERSCOM (PERS-403) (EPMAC for non-designated SN/FN) will reply to this letter indicating those personnel who will remain aboard for DECOM and will adjust PRDs as appropriate.

5.0816 SPECIAL PROCEDURES FOR SSN DEACTIVATION/DECOMMISSIONING. To the maximum extent possible personnel selected for assignment to an SSN decommissioning (DECOM) should have sufficient OBLISERV to complete the shipyard period. Personnel with pending STAR/SCORE benefits should not be assigned to the DECOM period if such assignment will cause undue delay in receiving their benefits and the individuals are unwilling to accept such a delay.

- Twelve months prior to the DECOM commencement date:
- Ten months prior to the DECOM commencement date:
  - EPMAC should ensure the necessary requisitions are in place to reflect in the detailers nine month requisition.
- Six months prior to the DECOM commencement date:
  - SSN Commanding Officers must ensure a letter recommending DECOM crew makeup is received at COMNAVPERSCOM (PERS-403) via parent SUBGRU Commander and EPMAC with a copy to the parent TYCOM. Use Figure 5B as an enclosure to this letter to list every billet.
  - When submitting this letter, nominate non-selectees for a pre-DECOM PRD which is consistent with the ship's present schedule and which will either coincide with their EAOS or permit completion of 24 months for those personnel upon their reassignment.
- COMNAVPERSCOM (PERS-403) (EPMAC for non-designated SN/FN) will reply to this letter indicating those personnel who will remain aboard for DECOM and will adjust PRDs as appropriate.

5.09 SPECIAL PROCEDURES FOR ASSIGNMENT OF SSBN PERSONNEL. National priorities accorded the fleet ballistic missile strategic weapons system and the nuclear power program dictate an exceptional degree of combat readiness. The unique nature of nuclear submarine operations demands a personnel allowance which provides a delicate balance between requirements for special skills, watch stations and submarine safety. To ensure the stability necessary to maintain that balance, special procedures for crew rotation have been established.

5.091 SSBN AND SSN TOUR ADJUSTMENTS. Unanticipated losses caused by illness, disqualification, humanitarian reassignment, etc., may necessitate extending PRD's of remaining personnel in the same rating or technical experience level to maintain manning stability. Requests for changes to PRD's should be submitted to COMNAVPERSCOM in accordance with Article 3.06. All requests for PRD extensions shall indicate whether the member is a volunteer/non-volunteer and whether the member has a STAR/SCORE benefit pending.

When sufficient qualified/sea experienced volunteers are not available to fill certain high priority shore duty and/or new construction requirements in the case of nuclear trained and Trident/Poseidon personnel, COMNAVPERSCOM will order personnel from nuclear submarine crews at PRD as necessary to fill these billets.

5.092 ACTION BY THE SSBN COMMANDING OFFICER. Personnel who, upon completion of a deterrent patrol, have insufficient OBLISERV to complete the subsequent patrol must be identified. (Insufficient OBLISERV applies to those cases wherein an individual's EAOS is earlier than 5 days subsequent to the

post-patrol exchange of command date). In order to improve the number of days they are assigned to operational units in the billet for which they are trained, the procedure described below is to be followed.

5.093 SSBN COMMANDING OFFICER'S REVIEW OF NON-CAREER DESIGNATED PERSONNEL. During on crew period A, SSBN Commanding Officers review non-career designated personnel whose EAOS occurs more than 90 days after period C and who have insufficient OBLISERV to complete period E (see bar graph below for identification of periods A through E).

A	B	C	D	E
ON CREW REVIEW/COUNSEL	OFF CREW NOMINATE	ON CREW	OFF CREW TRANSFER	ON CREW

The following sequence of events should take place:

- During on crew period A, members are identified who do not have sufficient active obligated service to complete on crew period E.
- Members who decline to obligate to complete on crew period E will be nominated by the end of the first week of training of off crew period B for transfer after on crew period C.
- Members will complete on crew period C and within 15 days of return to homeport be transferred by COMNAVPERSCOM. Every effort will be made to assign these members to another submarine in the same homeport.
- When the SSBN is establishing it's PRD management plan the following rule will be adhered to: if the SSBN crew returns from patrol between the period of 1st through the 15th of a month the member's PRD will be established as the same month of return from patrol. If the SSBN crew returns from patrol after the 15th of the month, the member's PRD will be established for the following month.

Commanding Officers must submit a PRD change request for all personnel identified by the review or request authority from COMNAVPERSCOM to unconditionally extend a member for a period of less than 24 months in accordance with MILPERSMAN 1160-040. All applicable personnel shall be informed of the policy and, after approval of the PRD change request or the unconditional extension by COMNAVPERSCOM, be required to extend their enlistments to coincide with their newly established PRD or for the period of the authorized unconditional extension, as applicable. Extensions can be executed by actual extension (NAVPERS 1070/621) or NAVPERS 1070/613 Administrative Remarks entry. Such extensions will not be beyond the month in which the fifteenth day after change of command falls.

5.094 SSBN POST PATROL PERSONNEL PLANNING MESSAGE/REPORT. Upon completion of the above review and at the beginning of period B, the Commanding Officer will submit a SSBN Patrol Personnel Planning Message or Report, as contained in Figure 5F or 5G to support personnel manning for period E as shown in the above article.

#### 5.10 PROCESSING OF PERSONNEL DISQUALIFIED FROM SUBMARINE DUTY.

Because of the special safety and reliability aspects of operating submarines, the need to provide for disqualification for duty in submarines in certain instances is clear. However, it must be recognized that disqualification for duty in submarines is an administrative procedure invoked to preclude

reassignment of an individual to another submarine command. Disqualification for duty in submarines supplements the disciplinary and administrative actions that may be required to effect satisfactory performance, and is not an end in itself. It is recognized that there are a few situations where an individual is unable to meet the physical standards for submarine duty through no fault or lack of diligence on his part. In these few cases, disqualification is an appropriate course of action by itself. Disqualification for duty in submarines shall not be used as a substitute for required disciplinary and/or administrative action and particular care shall be exercised to ensure that disqualification is not used to effect the transfer of personnel to other duty when they do not clearly meet the established high standards for continued Naval service.

#### CATEGORIES AND REASONS:

Categories. There are two categories of disqualification for duty in submarines, one of which must be cited in every disqualification recommendation:

- Disqualified Category. Personnel removed from submarine duty in the disqualified category are not normally eligible for return to submarine duty at any future date.
  - Reasons:
    - Inability to qualify or failure from a training pipeline leading to assignment to submarine duty.
    - Inability to requalify (SS) personnel only.
    - As a result of disciplinary and/or administrative action resulting in (list one): Disqualification prior to separation, discharge detachment for cause, unauthorized absence in excess of 30 days, classification as a conscientious objector, or homosexuality, a change in rating, NEC removal, security clearance, substantiated Family Advocacy Sexual Abuse Case, ineligibility for the Personnel Reliability Program (PRP) when such action precludes further service in submarines, or other such disqualifying action (specify).
    - Unreliability due to drug/alcohol abuse.
    - Stress reaction, emotional instability or suicide attempts/gestures.
    - Environmental unadaptability (including claustrophobia):
- NOTE: DISQUALIFICATION FOR STRESS REACTIONS, EMOTIONAL INSTABILITY, SUICIDE ATTEMPTS/GESTURES OR FOR ENVIRONMENTAL UNADAPTABILITY MUST INCLUDE PSYCHIATRIC/PSYCHOLOGICAL CONSULTATION
- Physically Not Qualified. Personnel found not physically qualified may reapply for return to submarine duty when they again meet the physical requirements set forth in MANMED, Article 15. Requests for reinstatement must be submitted via the chain of command and Bureau of Medicine (BUMED 21) to COMNAVPERSCOM (PERS-403).
  - Reasons:

- Failure to meet the physical requirements for submarine duty contained in MANMED, Article 15. For administrative purposes, physical disqualification will be limited to personnel with a duly diagnosed medical condition such as an ulcer, lung disorder, neurosis, etc., organic brain syndrome may also be used for physical disqualification.
- All too often the medical problem which renders an individual not physically qualified for submarine duty also renders the individual not physically qualified for all duties of his rate at sea or on foreign service (full duty). When considered appropriate, recommendations for medical board action or administrative separation will be initiated in addition to disqualification for duty in submarines.
- Waivers: A waiver of the physical standards for submarine duty should be considered in all appropriate cases. Waivers may be recommended with qualified and documented medical advice. Considered action will be on the basis of the individual's condition, the risk it places on his continued health and safe reliable submarine operations.
- Waiver Submissions: Waiver requests should be submitted to COMNAVPERSCOM (PERS-403) via BUMED (Code-21). For personnel assigned to submarine duty, submit waiver request via ISIC, TYCOM, and BUMED (Code-21).
- Questionable Cases. When the category or reason to be cited in a disqualification recommendation cannot be determined, guidance should be requested from COMNAVPERSCOM (PERS-403).

DISQUALIFICATION AUTHORITIES. COMNAVPERSCOM and COMSUBLANT/COMSUBPAC are the ultimate authorities for submarine disqualification. Submarine commanders will act only on the cases of those personnel who are under their administrative or operational command. COMNAVPERSCOM (Pers-403) will act on all other cases such as personnel in transit, in school commands not under the Force Commander's control or in non-submarine shore commands for duty. Except for disqualification involving physical disqualification or disqualification of submarine qualified personnel by reason of environmental unadaptability, stress reaction or emotional instability which have not been resolved by administrative action, the following commanders are authorized to approve disqualifications:

- Submarine group/squadron commanders - Disqualification authority may be delegated in writing to the Chief of Staff/Chief Staff Officer.
- Submarine Base COs.
- COMSUBLANT Deputy Chief of Staff Personnel Readiness.
- COMSUBPAC ACOS for Personnel and Training.

COMNAVPERSCOM (Pers-403) and COMSUBLANT/COMSUBPAC, as the disqualification authority, will review each disqualification action and retain the prerogative to direct final action and also to disqualify individuals in either disqualification category.

In an effort to minimize delays in the processing of submarine disqualification cases, COMNAVPERSCOM (Pers-403) has been designated the COMNAVPERSCOM point of contact for these matters. All message traffic to

COMNAVPERSCOM concerning disqualification matters should be sent to COMNAVPERSCOM (Pers-403F), who will monitor timely completion of actions. As the procedures for removal of security clearances and eligibility for Personnel Reliability Program (PRP) require written acknowledgments from the service member, correspondence concerning these matters should be addressed to Chief of Naval Personnel (Pers-81), for security clearance issues per OPNAVINST 5510.1 and Chief of Naval Operations (OP-09N) for PRP issues per OPNAVINST 5510.162.

5.101 ASSIGNMENT OF DESIGNATOR 8 (SP). All personnel disqualified from submarine duty, will normally be assigned to a submarine support command for a 2 tour or to complete Prescribed Sea Tour (PST) or Normal Shore Tour (NST), whichever is longer. Additionally, submarine Designator 8 (controlled by Pers-403) will be assigned. Nuclear trained personnel found physically disqualified from submarine duty but remain qualified for the nuclear field will be assigned to surface nuclear duty. Personnel that require forced rating conversion by virtue of PRP decertification, or security clearance revocation will normally be converted to a rating consistent with assignment to a submarine support billet. Assignment to submarine support can only be made to a valid billet, and normally in the same geographic area. If forced rating conversion is not required, personnel will retain their submarine source rating and, if applicable, NEC(s). If there is no valid submarine support billet available, or the cognizant surface detailer has a valid billet which can be filled by an individual, the submarine detailer must receive approval from the Manning Control Authority (MCA) via EPMAC to assign a submarine disqualified individual directly to duty in the surface fleet. If authorization is granted by the MCA, the submarine designator 8 will be removed.

Personnel assigned to a submarine support billet will be assigned a 2 year PRD. At the completion of the 2 year submarine support tour the following options are available:

- Retain Designator 8 and continued assignment to submarine support duty.
- Release from Designator 8 and made available for general detailing by the surface community. This may require forced rating conversion. If member decides to be released he must submit a NAVPERS 1306/7 requesting release to surface community and removal of Designator 8 and if applicable forced rate conversion. If approved for release, member's command must submit a NAVPERS 1221/1 per NAVPERS 18068 Section II for NEC removal if NECs are submarine related.
- Request reinstatement to submarine duty, as explained in Article 5.107 of this manual.
- In cases where personnel are being administratively separated, a submarine disqualification package will be utilized and forwarded to Pers-403F prior to separation.
- For all personnel not under the disqualification authority of COMSUBLANT or COMSUBPAC (shore commands outside the submarine community, school commands, recruiting, etc.), the recommendation for disqualification will be submitted directly to Pers-403 in the format of FIGURE 5D.

5.102 CORRESPONDENCE. All correspondence to COMNAVPERSCOM (Pers-403) or the Nuclear Power Program Manager COMNAVPERSCOM CNO (N133) relating to submarine



disqualification (and associated NEC removals or rating change) of enlisted personnel shall be addressed to COMNAVPERSCOM (Pers-403F). To speed processing of disqualification cases, message notification of each case must be sent to COMNAVPERSCOM as soon as the decision to disqualify has been finalized. FIGURE 5C provides the format for this message. COMNAVPERSCOM (Pers-403F) will act as the COMNAVPERSCOM point of contact for all submarine disqualification matters. Correspondence (or copies thereof) to activities external to COMNAVPERSCOM shall continue to be sent as per applicable instructions. Pers-403F will be notified of all submarine disqualifications. This is a critical tool for the management of the submarine enlisted community. All messages or letters for final submarine disqualification must be sent "info" or "copy to" to Pers-403F.

#### Submission of Disqualification Recommendations:

5.103 RATING CHANGES. When rating changes are required as part of the disqualification process or the removal of a Designator 8, a rating change recommendation should be submitted to COMNAVPERSCOM (Pers-403F) as soon as disqualification action has been approved.

In order that the individual's previous training, experience and needs of the Navy can be best matched, choices should normally be made in accordance with the guidance in FIGURE 5D. Recommendations from the CO are encouraged in addition to the choices submitted by the individual. It is strongly recommended that choices submitted by the individual be realistic in that personnel who have received extensive training in their present rating will not normally be assigned to ratings requiring extensive additional training or to those overmanned in rating and paygrade. If none of the choices made by the individual are feasible, a rating selection will be made by COMNAVPERSCOM in accordance with the needs of the Navy and the recommendations submitted by the CO. Note that with few exceptions disqualified personnel are assigned to a submarine support billet and rating conversion must be consistent with those ratings normally assigned to such billets.

- Rate changes should not be submitted until the following actions have been completed (as applicable):
  - Permanently PRP decertified.
  - Security clearance removed/revoked.
  - Submarine disqualification package received by PERS-403F.
- Rate change submission should not be included in an availability report.

5.104 AVAILABILITIES. Personnel being disqualified shall be made available as follows:

- Availabilities should not be submitted until the submarine disqualification package has been forwarded to Pers-403F.
- Non-submarine Designated E-3 and below. Should be made available to EPMAC, in accordance with Chapter 18, as soon as the disqualification is finalized and the individual is available for transfer.
- Submarine Designated E-3 and above. All availability correspondence (message, navgram, etc.) shall be in accordance with Chapter 18 and addressed to COMNAVPERSCOM (Pers-403F) using class DG avail code. Any

other submissions may cause further delay in the transfer of disqualified personnel. Upon receipt of availability, Pers-403F will ensure the following administrative actions have been completed prior to entering the availability:

- Receipt of Submarine Disqualification Package.
- Removal of Submarine Enlisted Designator.
- NEC Removal/Change, if applicable.
- Rate Conversion, if applicable.
- Assignment of Designator 8(SP), if applicable, (assigned by PERS-403).

5.105 STRIKER IDENTIFICATION REMOVAL. There is no requirement to convert disqualified E-3 submarine personnel to another rating if they are designated strikers. Striker designator removal may be required for submarine specific ratings. Approval must be obtained from **PERS-815** for striker designator removal.

5.106 PERSONNEL RELIABILITY PROGRAM (PRP)/SECURITY CLEARANCE/NEC REMOVAL. Removal of an individual from the PRP or revocation of his security clearance can significantly decrease his ability to function at a subsequent duty station or in another rating. Therefore the removal from the PRP and revocation of security clearance should not be performed automatically as part of the disqualification process, but should be based solely upon the merits of each case. Similarly, NECs which are not unique to the Submarine Force should not automatically be recommended for removal.

- Submarine disqualification by reason of NEC removal will require approval of NAVPERS 1221/1 by EPMAC via PERS-403, and/or **N132D** for HM Submarine IDC's prior to processing for submarine disqualification. Nuclear NEC removal will require approval by **N133D** prior to submarine disqualification.
- In cases where personnel are submarine disqualified when forced rating conversion is required and hold a submarine related NEC, submission of NAVPERS 1221/1 is required after submarine disqualification has been completed and forwarded to Pers-403F.

5.107 PROCEDURES FOR REQUESTING REINSTATEMENT TO SUBMARINE DUTY. Personnel previously assigned the submarine designator (SS)/(SU) may request reinstatement to submarine duty. Requests for reinstatement to submarine duty must be submitted within five years from the date of disqualification. COMNAVPERSCOM (Pers-403) is the submarine reinstatement authority in all cases and will assign the (SS)/(SU) submarine designator, as appropriate. HM Submarine IDC's must request reinstatement from PERS-403, via **CNO(N132D)**, and "clinically" recertify prior to "refresher training" to be eligible for PCS orders to a submarine and reinstatement. If approved, the submarine designator will be assigned the date the reinstatement approval letter is signed for personnel who were medically disqualified. For all others, the submarine designator will be assigned upon reporting on board an operational submarine for duty.

- Reinstatement for "Physically not Qualified" personnel:

- Personnel who were physically disqualified may request reinstatement if the medical problem no longer exists, or has remained asymptomatic for a minimum of two years without benefit of medication, special diet or continuing therapy. In all cases, a waiver of the medical standards must be submitted. The format for requesting reinstatement is as follows:
- Submit a NAVPERS 1306/7 requesting reinstatement of the (SS)/(SU) designator and waiver of physical standards for submarine duty to Pers-403F via local chain of command, and BUMED (Code 21). As Enclosure (1) include all applicable medical documentation and a current submarine physical as required by MANMED Article 15-69.
- Reinstatement for Alcohol Abuse:
  - Personnel disqualified by reason of alcohol abuse in accordance with this manual may be considered for return to duty in submarines after fulfilling the provisions of OPNAVINST 5355.3.
  - A request for reinstatement to submarine duty after disqualification for alcohol abuse must be submitted strictly in accordance with OPNAVINST 5355.3 using the format of FIGURE 5E.
  - If reinstated, the member will be assigned to submarine duty in a Submarine Unqualified (SU) status at PRD using normal assignment procedures. The (SU) designator will be assigned effective the date of reporting to a submarine.
- Reinstatement for all others (demonstrated unreliability, security clearance removal, etc.).
  - Submit a NAVPERS 1306/7 requesting reinstatement of the (SS)/(SU) designator and provide a statement concerning the reason for disqualification. Personnel will include a copy of a current (within 6 months) submarine physical and copies of their last three performance evaluations as enclosures.

5.108 PRE-SERVICE DRUG ABUSE WAIVERS FOR PREVIOUSLY UNDISCLOSED/UNDOCUMENTED USAGE. If, subsequent to assignment to submarine duty, a pre-service drug abuse is disclosed or identified and there is no documented waiver, a waiver request must be submitted to Pers-403F info to the ISIC and TYCOM (directly to Pers-403F for those personnel not assigned under a submarine TYCOM). A waiver will be considered only for experimental use of marijuana. A signed statement from the member defining the extent of usage is required.

5.109 LIMITED WAIVER OF THE PHYSICAL STANDARDS FOR SUBMARINE DUTY. Senior enlisted personnel (generally construed to mean senior E7 and above), found not physically qualified for submarine duty may be granted a limited waiver of the physical standards for submarine duty. This limited medical waiver will be granted by Pers-403, only on the advice of BUMED (Code 21), on a case-by-case basis, in order that the individual will be able to ride a submarine for short periods of time (i.e., sea trials, weekly operations).

Personnel will be considered for a limited waiver only if recommended by the cognizant squadron or group commander, type commander and BUMED (Code 21), and only if a valid need for his services exists. The individual, if approved, shall not be assigned to submarine duty, will be assigned submarine Designator 8(SP) and shall not be eligible for CONSUBPAY. The limited medical waiver

will be granted by letter to the member's parent command.

If granted a limited medical waiver, the individual must notify the staff, to which he/she is assigned, of his/her medical status and the staff shall be responsible for ensuring that the member is physically able to ride a submarine on a limited basis. A verification of his/her medical condition must be made by a submarine medical officer at least annually.

Personnel will be eligible for OPSUBPAY in accordance with SECNAVINST 7220.80, as he/she shall be considered "Qualified in Submarines with Limited Medical Waiver." An individual granted a limited waiver will not be eligible for assignment to a precommissioning unit or to a submarine in overhaul unless Pers-403 and the responsible group and type commander concur. An individual granted a limited waiver currently serving in a precommissioning unit or in a submarine in overhaul may remain aboard that ship until Post-shakedown Availability (PSA) sea trials or Post-overhaul sea trials have been completed.

#### 5.11 SUBMARINE NR-1 DUTY.

Submarine NR-1 is a nuclear powered, deep diving oceanographic vessel stationed in Groton, CT. The crew is composed of three officers and eighteen enlisted personnel. All personnel are nuclear trained (except for one submarine qualified YN/PN, one senior storekeeper NEC 2815 and one junior storekeeper). The tour length on Submarine NR-1 is three years for all personnel. All operator billets are for active nuclear NECs. All nuclear operators assigned are required to qualify as Engineering Officer of the Watch.

The following requirements are prerequisites for Submarine NR-1 duty for nuclear trained enlisted personnel (no waivers will be considered):

- Upper half class standing at NPS and NPTU.
- Evaluation marks in upper two marking areas (4.0 and 3.8) in all categories.
- Qualified in submarines and on senior-in-rate watchstation. (Engineering watch supervisor qualification preferred.)
- Paygrade E-5 or E-6.
- Approximately 5 to 8 years experience in the Navy.
- Approximately 3 years sea experience on an operational nuclear power plant.
- Favorable CO endorsement.

Final selection for duty on Submarine NR-1 is performed through a series of interviews by Naval Reactors headquarters personnel.

Requests for Submarine NR-1 duty including support personnel should be submitted to COMNAVPERSCOM (Pers-403) on an Enlisted Personnel Action Document (EPAD) (NAVPERS 1306/7).

5.111 DEEP SUBMERGENCE UNIT (DSU). DSU is a highly specialized command under the cognizance of Commander Submarine Development Group-1, based in San Diego, CA. DSU consists of several unique detachments tasked with submarine rescue, oceanographic research, search and recovery operations and diving/salvage

operations. DSU is broken down as follows:

DSU	Deep Submergence Unit (Parent Command)
DET MYSTIC	Deep Submergence Rescue Vehicle - 1 (DSRV-1)
DET AVALON	Deep Submergence Rescue Vehicle - 2 (DSRV-2)
DET TURTLE	Deep Submergence Vehicle - 3 (DSV-3)
DET SEA CLIFF	Deep Submergence Vehicle - 4 (DSV-4)
DET UMV	Detachment Unmanned Vehicles

The following requirements are prerequisites for assignment to DSU:

- Have successfully completed a prescribed submarine tour (where billet requires).
- Be qualified in submarine (where billet requires) and qualified on senior-in-rate watch station.
- For assignment to DSRVs or DSVs, be qualified in all respects to attend Navy Scuba School. All candidates must be screened prior to detaching from present command.
- For divers assigned to DET UMV, hold required NEC and be current in all required qualification.
- Favorable CO endorsement.

Requests for Deep Submergence Unit duty should be submitted to COMNAVPERSCOM (Pers-403 for submarine personnel and Pers-401 for divers), utilizing Enlisted Personnel Action Request (NAVPERS 1306/7).

#### 5.12 REQUEST FOR AND ASSIGNMENT TO FLAG WRITER TRAINING FOR SUBMARINE QUALIFIED YEOMEN.

Submarine qualified yeomen requesting assignment to flag writer training will be screened in accordance with the provisions of Article 9.18. In the event a member is approved for assignment to flag writer training, he will be assigned submarine Designator 5(SS). In addition, flag writers desiring reentry into the submarine force will be rescreened, and if manning permits, will be allowed reentry.

#### 5.13 ASSIGNMENT TO ELECTRONIC SURVEILLANCE/SUPPORT (SSEP) GROOM TEAMS.

SSEP Groom Teams provide technical support to deploying SSNs, for ESM equipment. SSEP Groom Teams have both shore duty and sea duty (for rotational purposes) billets in New London, CT and in Pearl Harbor, HI.

5.131 TOUR LENGTHS. All assignments to SSEP Groom Teams are for a tour length of 36 months. Sea duty billets in New London have a tour length of 42 months, which provides a six month period to complete on-site training, followed by the normal 36 month tour. OBLISERV to complete the tour length is required prior to transfer to a Groom Team.

#### 5.132 ELIGIBILITY REQUIREMENTS.

- Submarine qualified STS, PH and ET2 or above.
- Minimum two years at-sea experience in maintenance and operation of SSN ESM equipment.

- Be eligible for TS clearance based on favorable SSBI.
- Be recommended by CO and OIC of SSEP Groom Team.

5.133 SUBMISSION OF REQUESTS. Requests for assignment to SSEP shall be submitted to COMNAVPERSCOM (Pers-403) via the OIC of the SSEP Groom Team. Requests shall include copies of all NAVPERS 1070/604, Enlisted Qualification History (Page 4) from the member's service record, NAVPERS 1070/605, History of Assignments (Page 5) and all enlisted evaluations for two years prior to submission of the request.

#### 5.20 PHYSICAL QUALIFICATIONS FOR SUBMARINE DUTY.

All submarine designated personnel, including those recruited for or who volunteer for submarine duty, must be found physically qualified for submarine duty in accordance with the Manual of the Medical Department, NAVMED P-117, Chapter 17.

Prior to transfer to a submarine or to submarine training, the transferring command is responsible for ensuring that a submarine physical has been completed or is up to date, and no medical waivers are required or pending.

Additionally, any periodic tests, shots, etc. must be complete. All orders issued by COMNAVPERSCOM-403 for submarine duty or to initial submarine training specify the above requirements to be completed prior to transfer. Personnel transferred without meeting these physical standards are a detriment to the readiness of the fleet or may cause the loss of training quotas.

The transferring command, receiving command, EPMAC, TYCOM, and CINCS will be notified immediately, by message, of any transfer not in compliance with this article.

PMT SUPPORT BILLET MATRIX

	TM ----	MM 3359	EM 3359	MM 4245	IC ---	MT 3313	STS ----	YN 0000	DP 2750	HT 4934	SK 2815
COMSUBRON ONE PEARL HARBOR, HI	0748 1-1	1-S 1-C 3-1	1-C 5-1	1-M 1-C 5-1	1-1		0421/2 1-C 1-1	1-1	1-2		1-2
COMSUBRON TWO NEW LONDON, CT	0748 1-1	1-S 1-C 3-1	2-C 4-1	1-M 2-C 4-1	1-1		0421/2 1-C 1-1	1-1	1-2		
COMSUBRON FOUR CHARLESTON, SC	0748 1-1	1-C 2-1	1-C 2-1	1-S 3-1	1-1		0421/2 1-C 1-1	1-1	1-2	2-1	1-C
COMSUBRON FIVE SAN DIEGO, CA	0748 1-1	1-S 1-C 3-1	1-C 4-1	1-M 1-C 4-1	1-1		0421/2 1-C 1-1	1-1	1-2		
COMSUBRON EIGHT NORFOLK, VA	0748 1-1	1-S 1-C 3-1	1-C 5-1	1-M 1-C 5-1	1-1		0421/2 1-C 1-1	1-1	1-2		
COMSUBRON SEVENTEEN BANGOR, WA	1-1	1-S 3-1	1-C 4-1	1-C 4-1	1-1			1-3	1-2		
COMSUBRON TWENTY KINGS BAY, GA	1-1	2-S 4-1	2-C 4-1	2-C 5-1	2-1	1-1	0428 1-C 1-1	1-1	1-2		

---- NEC requirement of billet  
1<sup>ST</sup> number indicates number of billets  
2<sup>nd</sup> number indicates pay grade of billet

M-Master Chief Petty Officer      1-First Class Petty Officer  
S-Senior Chief Petty Officer      2-Second Class Petty Officer  
C-Chief Petty Officer              3-Third Class Petty Officer

FIGURE 5A





SAMPLE DISQUALIFICATION MESSAGE

FROM:

TO: COMNAVPERSCOM MILLINGTON TN//PERS403F//

INFO: EPMAC NEW ORLEANS LA

UNCLAS //NO1306//

MSGID/GENADMIN/ /

SUBJ: SUBMARINE DISQUALIFICATION (PERS403F)

RMKS/1. RATING, NAME, SSN, NEC DISQUALIFIED FROM SUB DUTY ON DATE BY REASON OF                     . SNM PERMANENTLY REMOVED FROM PERSONNEL RELIABILITY PROGRAM. SECURITY CLEARANCE REMOVED/REVOKED. RECOMMENDED/NOT RECOMMENDED FOR ASSIGNMENT TO SUBMARINE SUPPORT ACTIVITY.

NOTES:

1. THE DISQUALIFICATION MESSAGE SHOULD NOT BE SUBMITTED UNTIL THE SUBMARINE DISQUALIFICATION PACKAGE HAS BEEN FORWARDED TO COMNAVPERSCOM (PERS-403F).
2. ONLY APPLICABLE INFORMATION IN PARAGRAPH 1 NEED BE SUBMITTED. NOT ALL OF THE ACTIONS IN THE SAMPLE WILL BE APPLICABLE IN EVERY CASE.
3. PERSONNEL DISQUALIFIED FROM SUBMARINE DUTY BUT NOT PROCESSED FOR DISCHARGE FROM THE NAVAL SERVICE WILL NORMALLY BE ASSIGNED TO A SUBMARINE SUPPORT ACTIVITY FOR A MINIMUM OF TWO YEARS. PERSONNEL UNSUITABLE FOR SUCH ASSIGNMENT SHOULD BE PROCESSED FOR DISCHARGE FROM THE NAVAL SERVICE.
4. IN CASES WHERE NEC REMOVAL IS BEING RECOMMENDED FOR A REASON OTHER THAN DRUG ABUSE, FOR NON-NUCLEAR PERSONNEL, SUBMISSION OF NAVPERS 1221/1 IS REQUIRED PER NAVPERS 18068 SECTION II (NECMAN).
5. AVAILABILITY REPORT. AFTER ALL ADMINISTRATIVE ACTIONS (I.E., RATING CHANGE, NEC REMOVAL, PRP DECERTIFICATION, SECURITY CLEARANCE REMOVAL/REVOCATION, AS APPROPRIATE), SUBMIT THE ENLISTED AVAILABILITY TO PERS-403F (AND OTHER NECESSARY ADDRESSES) IN ACCORDANCE WITH THE ENLTRANSMAN **CHAPTER 18**.
6. FOR NUCLEAR TRAINED PERSONNEL A NAVPERS 1221/1 MUST BE SUBMITTED, FOR CASES OTHER THAN DRUG RELATED DISQUALIFICATION, PRIOR TO SUBMISSION OF THE DISQUALIFICATION MESSAGE. DO NOT SUBMIT DISQUALIFICATION MESSAGE OR AVAILABILITY REPORT UNTIL REMOVAL OF NEC IS APPROVED.//

FIGURE 5C

RECOMMENDATION FOR DISQUALIFICATION FROM DUTY IN SUBMARINES  
AND WHEN APPLICABLE -- RELATED ADMINISTRATIVE ACTIONS FOR COMMANDS  
NOT UNDER COMSUBPAC OR COMSUBLANT DISQUALIFICATION AUTHORITY

From: Commanding Officer, \_\_\_\_\_  
To: Commander, Naval Personnel Command (Pers-403)

Subj: RECOMMENDATION FOR DISQUALIFICATION FROM DUTY IN SUBMARINES

Ref: (a) MILPERSMAN 1220-040  
(b) NAVPERS 15909, Chapter 5  
(c) SECNAVINST 5510.35 (when applicable for PRP)  
(d) OPNAVINST 5510.1 (when applicable for security clearance)  
(e) Current CREO/REGA NAVADMIN

Encl: (1) Member's statement (not required for physically not qualified category)  
(2) Copy of NEC Code Change Recommendation (NAVPERS 1221/1 - if a nuclear trained operator, mail original to **N133D**)  
(3) Copy of last 3 Enlisted Evaluation Reports (not required for physically not qualified category)  
(4) Copies of enlisted service record pages documenting substandard performance and disciplinary action (not required for physically not qualified category)  
(5) Medical data (for physically not qualified category only)  
(6) Any other pertinent data  
(7) Copies of counseling sheets (or summary if not available)

1. Pursuant to the provisions of reference (a), rate/design, full name, branch, SSN, NECs is recommended for disqualification from duty in submarines. Disqualification category is \_\_\_\_\_. When applicable, the last sentence in this paragraph should read; Member's signed statement concerning disqualification and the associated administrative actions listed below are contained in enclosure (1).

2. The following actions have been taken in this case:

a. Temporarily/Permanently (omit one) decertified for duty under the Personnel Reliability Program in accordance with reference (c).

b. Personnel security clearance for (indicate level of clearance) has been denied/revoked (omit one) in accordance with paragraph 17-208 of reference (d). Cite applicable portion(s) of paragraph 16-102.2 which describe the reason(s) for such action. If the member's clearance has been changed from a higher to a lower category for cause other than purely administrative reasons, so state and give specifics.

c. Change of rating to (1)\_\_\_\_\_, (2)\_\_\_\_\_, (3)\_\_\_\_\_, in order of priority, is recommended. The "open rates" list contained in reference (e) has been considered in making this recommendation. Rate/Member's last name, state member's preferences and Commanding Officer's concurrence or reason for not recommending them.

FIGURE 5D-1

d. Recommend that the Navy Enlisted Classification (NEC) Code Change recommendation contained in enclosure (2) be approved:

3. Detailed comments on this recommendation are as follows:

4. By reference (cite ltr or msg) subject member is being processed for an \_\_\_ discharge pursuant to Article (state appropriate article) of the Navy Military Personnel Manual. If member is not being processed for discharge, a statement is required stating reason for not processing member for discharge.

Copy to:

CNO(N133D)(Nuclear trained personnel only (Advance)

EPMAC (Code 42)

Service Record (Transient holding activity if applicable)

FIGURE 5D-2

### RATING\_CONVERSION

Personnel being disqualified from submarine duty who are in ratings that are unique to the Submarine Force or that normally require PRP eligibility must convert to other ratings when disqualified. The choice should normally be made using the following guidance:

<u>MT</u>	<u>STS</u>	<u>TM</u>	<u>FT</u>
OS	*STG	OS	OS
#*AT	OS	MS	FC
EM	EM	BM	IC
*IC	#*AT	BT	EM
*ASE	OT	ABE	MM
MS	*ASE	MM	GM
BM	MS	AK	DS
#*AE(E-4)	BM		
BT(E-4)	#*AE(E-4)		
MM(E-4)	BT(E-4)		
AK(E-4)	MM(E-4)		
	AK(E-4)		

Rating conversions should normally be to those ratings consistent with submarine support assignments.

\* Must normally be eligible for PRP.

# When member requests and is recommended for conversion to these ratings. Figure 5D must provide additional remarks/information as required by the ENLTRANSMAN article 20.05, paragraph 21.

The above choices should be forwarded to COMNAVPERSCOM (Pers-403F), in the format of Figure 5D, by the applicable activity as soon as the disqualification decision has been finalized.

FIGURE 5D-3

SAMPLE REQUEST FOR REINSTATEMENT IN SUBMARINE (DRUG/ALCOHOL)

From: Name/Rate/SSN  
To: Commander, Naval Personnel Command (Pers-403F)  
Via: (1) Commander Officer,  
(2) Commander Submarine Force, U. S. Pacific Fleet/U. S. Atlantic Fleet  
(as applicable)

Subj: REINSTATEMENT IN SUBMARINES

Encl: (1) Most Recent Drug/Alcohol Abuse Report on Member  
(2) List of Dates and Results of Urinalysis Tests (if applicable) since  
Submarine Disqualification

Ref: (a) OPNAVINST 5355.3

1. I request reinstatement in submarines.
2. I was disqualified from submarines due to alcohol dependency on \_\_\_\_\_.  
Since that time I have been made aware of the physical and mental effects of  
alcohol abuse and I reject abuse of alcohol.
3. To substantiate my freedom from substance abuse I volunteer for  
participation in a urinalysis screening program for one year after  
reassignment to a submarine.

FIGURE 5E

POST-PATROL SSBN MANNING MESSAGE

FROM: COMSUBGRU \_\_\_\_\_//N1//  
TO: EPMAC NEW ORLEANS LA //60//  
INFO: COMNAVPERSCOM MILLINGTON TN//PERS403//  
(AS APPROPRIATE) CINCLANTFLT NORFOLK VA//N1//  
CINCPACFLT PEARL HARBOR HI//N1//  
COMSUBLANT NORFOLK VA//N1//  
COMSUBPAC PEARL HARBOR HI//N1//  
USS \_\_\_\_\_// //

UNCLAS //N01306//  
MSGID/GENADMIN/ / //  
SUBJ: POST-PATROL MANNING IN USS \_\_\_\_\_ (SSBN)\_\_\_\_\_) (BLUE)/GOLD)  
(REPORT SYMBOL \_\_\_\_\_)

RMKS/

A. TRANSMAN ARTICLE 5.09

1. THE FOLLOWING PERSONNEL ARE KNOWN UNPLANNED LOSSES DURING THIS OFF-CREW PERIOD:

NAME	RATE/NEC	SSAN	LOSS DATE	REASON
------	----------	------	-----------	--------

2. THE FOLLOWING PERSONNEL ARE POTENTIAL UNPLANNED LOSSES:

NAME	RATE/NEC	SSAN	LOSS DATE	REASON
------	----------	------	-----------	--------

3. REPLACEMENT PERSONNEL HAVE NOT BEEN IDENTIFIED FOR THE FOLLOWING BILLETS. RELIEFS REQUIRED PRIOR TO PATROL:

- A.
- B.
- C.

4. THE FOLLOWING PERSONNEL ARE PG AFTER COMMENCEMENT OF TEAM TRAINING:

NAME	RATE/NEC	SSAN	PG DATE
------	----------	------	---------

5. THE FOLLOWING PERSONNEL HAVE BEEN DESIGNATED AS INDICATED:

NAME	DESIG RATE	SSAN
------	------------	------

6. THE FOLLOWING NON-CAREER DESIGNATED PERSONNEL WILL HAVE INSUFFICIENT OBLISERV TO COMPLETE THE SUBSEQUENT PATROL:

A. LESS THAN 90 DAYS OBLISERV:

NAME	RATE	NEC	SSN	EAOS
------	------	-----	-----	------

B. GREATER THAN 90 DAYS OBLISERV:

NAME	RATE	NEC	SSN	EAOS
------	------	-----	-----	------

FIGURE 5F-1

7. THE FOLLOWING PERSONNEL ARE NOMINATED FOR TRANSFER AFTER THE FORTHCOMING PATROL HAVING DECLINED TO INCUR ADDITIONAL OBLISERV PER REFERENCE (A) TO COMPLETE THE NEXT TWO PATROLS:

NAME	RATE	NEC	SSN	EAOS
------	------	-----	-----	------

8. PROJECTED MANNING FOR COMMENCEMENT OF REFIT AND FOR EACH MONTH THEREAFTER THROUGH DEPLOYMENT IS:

GRADE	POB 9106	9107	9108	9109
-------	----------	------	------	------

E7-E9

E6

E1-E9

9. EXCESS E6-E9 PERSONNEL ON BOARD:

NAME	RATE/NEC	SSAN	PRD	REMARKS
------	----------	------	-----	---------

10. REQUEST FOLLOWING PRD ADJUSTMENTS TO MATCH FUTURE PATROL CYCLES:

NAME	RATE/NEC	SSAN	CUR PRD	REQ PRD	VOL/NVOL
------	----------	------	---------	---------	----------

11. THE FOLLOWING PERSONNEL ARE PLANNED LOSSES AFTER NEXT PATROL FOR WHICH A RELIEF HAS NOT BEEN IDENTIFIED:

NAME	RATE/NEC	SSAN	ACCEPTABLE RELIEF
------	----------	------	-------------------

PRDS WILL BE SUBMITTED BY USS \_\_\_\_\_ (BLUE)/(GOLD) IF RELIEFS ARE NOT IDENTIFIED PRIOR TO CREW'S DEPARTURE FOR PATROL.

12. USS \_\_\_\_\_ (BLUE/GOLD) IS PROJECTED TO BEGIN OFF-CREW TRAINING ON \_\_\_\_\_ WITH AN ASSIGNED ENLISTED PERSONNEL STRENGTH OF \_\_\_\_\_ PERSONNEL.

13. POC COMSUBGRU \_\_\_\_\_ IS \_\_\_\_\_ AUTOVON: \_\_\_\_\_.

14. CO COMMENTS/CONCERNS:

FIGURE 5F-2

POST-PATROL SSBN MANNING REPORT

From: Commander, Submarine Group \_\_\_\_\_

To: Enlisted Personnel Management Center

Subj: POST-PATROL MANNING IS USS \_\_\_\_\_ (SSBN \_\_\_\_\_)  
(BLUE/GOLD)

Ref: (a) TRANSMAN Article 5.09

1. The following personnel are known to be unplanned losses during this off-crew period:

NAME	RATE/NEC	SSN	LOSS DATE	REASON
------	----------	-----	-----------	--------

2. The following personnel are potential unplanned losses:

NAME	RATE/NEC	SSN	LOSS DATE	REASON
------	----------	-----	-----------	--------

3. Replacement personnel have not been identified for the following billets. Reliefs are required prior to patrol for:

- a.
- b.
- c.

4. The following personnel are prospective gains after commencement of team training:

NAME	RATE/NEC	SSN	PG DATE
------	----------	-----	---------

5. The following personnel have been designated as indicated:

NAME	DESIG RATE	SSN
------	------------	-----

6. The following non-career designated personnel will have insufficient obligated service to complete the next patrol.

a. Less than 90 days obligated service:

NAME	RATE/NEC	SSN	EAOS
------	----------	-----	------

b. Greater than 90 days obligated service:

NAME	RATE/NEC	SSN	EAOS
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FIGURE 5G-1



Subj: POST-PATROL MANNING IS USS \_\_\_\_\_ (SSBN\_\_\_\_\_) (BLUE/GOLD)

7. The following personnel are nominated for transfer after the forthcoming patrol having declined to incur additional obligated service per reference (a) to complete the next two patrols:

NAME	RATE/NEC	SSN	EAOS
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8. Projected manning for commencement of refit and for each month thereafter through deployment is:

GRADE	POB	9206	9207	9208	9209
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E7-E9

E6

E1-E9

9. Excess E6-E9 personnel on board:

NAME	RATE/NEC	SSN	PRD	REMARKS
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10. Request the following PRD adjustments match future patrolcycles:

NAME	RATE/NEC	SSN	PRD	REQ PRD	VOL/NVOL
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11. The following personnel are planned losses after the next patrol for which a relief has not been identified:

NAME	RATE/NEC	SSN	ACCEPTABLE RELIEF
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PRDS WILL BE SUBMITTED BY USS \_\_\_\_\_ (BLUE/GOLD) IF RELIEFS ARE NOT IDENTIFIED PRIOR TO CREW'S DEPARTURE FOR PATROL.

12. USS \_\_\_\_\_ (BLUE/GOLD) is projected to begin off-crew training on \_\_\_\_\_ with an assigned enlisted personnel strength of \_\_\_\_\_ personnel.

13. Point of contact at Commander Submarine Group \_\_\_\_\_ is \_\_\_\_\_  
Autovon: \_\_\_\_\_.

14. Commanding Officer's comments/concerns:

Copy to:

COMNAVPERSCOM (Pers-403)

CINCLANTFLT (N1)

CINCPACFLT (N1)

COMSUBLANT (N1)

COMSUBPAC (N1)

USS \_\_\_\_\_

FIGURE 5G-2